

WordPerfect®

VERSION 3.1

QUICK REFERENCE CARD

The following chart shows key commands and other methods of using WordPerfect features. For more information about key commands, menus, ruler bars, and Button Bars, see *Chapter 2 of the WordPerfect 3.1 for Macintosh User's Guide*.

BASICS

New document	⌘-N
Open a document	⌘-O
Save a document	⌘-S
Print Preview	⌘-Shift-P
Print	⌘-P
Close a document	⌘-W
Cycle Windows	⌘-Shift-W
Cancel	⌘- . or Esc
Undo	⌘-Z
Cut	⌘-X
Copy	⌘-C
Paste	⌘-V
Help	⌘-/
Show/Hide Ruler	⌘-R
Show/Hide Codes	⌘-Shift-K
Numbers Lock On/Off	Shift-Num Lock

SELECTING

Character	⌘-Shift - → or ←
Document	⌘-A
To end of line	⌘-Shift - →
To end of document	Shift-End

LANGUAGE TOOLS

Speller	⌘-E
Thesaurus	⌘-Shift-T
Grammar Checker	⌘-Y

CREATING DOCUMENTS

Insert Date/Time	⌘-Shift-D
Insert Page Break	⌘-Return
Header/Footer	⌘-Shift-H
Footnote	⌘-Shift-F
Endnote	⌘-Shift-E
Page Numbers	Option-F8

FORMATTING CHARACTERS

Font, size, style	⌘-H
Size up or down	⌘-Shift-> or <
Bold	⌘-B
Italics	⌘-I
Underline	⌘-U
Plain Text	⌘-T

FORMATTING LINES & PARAGRAPHS

Center line	⌘-Shift-Q
Flush Right	⌘-Shift-Z
Back Tab (Margin Release)	Shift-Tab
Indent	⌘-Shift-I or Option-Tab
Left/Right Indent	⌘-Option-Tab
Borders	⌘-F7

FORMATTING PAGES

Margins	⌘-M
Center Text on Page	⌘-;
Columns	⌘-K
Column Break	⌘-Shift-Return
Column Borders	Shift-F7

BASICS

Creating a new document	<i>Choose New from the File menu.</i>
Opening a document	<i>Choose Open from the File menu.</i>
Saving a document	<i>Choose Save from the File menu.</i>
Printing a document	<i>Choose Print from the File menu.</i>
Closing a document	<i>Choose Close from the File menu.</i>

MOVING THROUGH DOCUMENTS

To the beginning of a document	<i>Press Home.</i>
To the end of a document	<i>Press End.</i>
To the beginning or end of the line	<i>Press ⌘ - ← or →.</i>
To the next page	<i>Press Page Down.</i>
To a particular page	<i>Press Option-F13 or double-click the pageline position on the status bar to open the Go To dialog box.</i>

WORKING WITH DOCUMENTS

Moving text	<i>Select the text you want to move, then drag it to a new location.</i>
Cutting or copying text	<i>Select the text, then choose Cut or Copy from the Edit menu.</i>
Pasting cut or copied text	<i>Click to place the insertion point where you want to paste, then choose Paste from the Edit menu.</i>
Adding a footnote	<i>Choose Footnotes from the Layout menu, then choose New. Type the text of the footnote, then close the footnote.</i>
Adding page numbers	<i>Choose Page Numbers from the Layout menu, choose a position, font, and size, then click OK.</i>

FORMATTING DOCUMENTS

Changing fonts	<i>Choose a font from the Font menu or the Font Bar.</i>
Setting tabs	<i>Click the Ruler where you want a tab to appear. Drag a tab to move it. Drag a tab off the Ruler to remove it.</i>
Changing margins	<i>Choose Margins from the Layout menu.</i>
Centering text on a line	<i>Press Option-F5 to center a single line, or choose Center from the Alignment pop-up menu on the Layout bar to center multiple lines.</i>
Centering text on a page	<i>Click the  icon on the Layout bar.</i>
Changing line spacing	<i>Choose a setting from the Line Spacing pop-up menu on the Layout Bar.</i>

USING TABLES

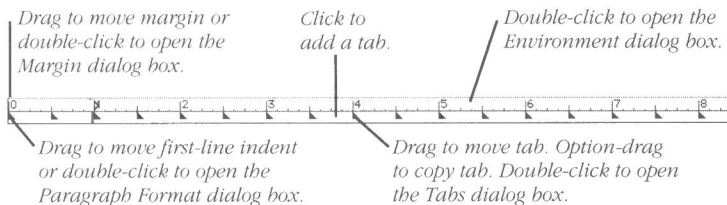
Creating a table	<i>Choose New from the Table menu.</i>
Insert a column or a row	<i>Click the  or  button on the Table bar.</i>
Delete a column or row	<i>Select the column or row you want to delete, then click the  button on the Table bar.</i>
Move a single inside table border	<i>Press Option while you drag a dividing line in the table.</i>
Join cells	<i>Select the cells you want to join, then click  on the Table bar.</i>
Split joined cells	<i>Select the cell you want to split, then click  on the Table bar.</i>
Insert a column	<i>Place the insertion point to the left of where you want a new column, then click  on the Table bar.</i>
Insert a row	<i>Place the insertion point below where you want a new row, then click  on the Table bar.</i>

WORKING WITH GRAPHICS

Drawing a graphic	<i>Click  on the Button Bar, then use the drawing tools on the Tool Palette.</i>
Selecting graphics	<i>Click the graphic or object you want to select. Shift-click each additional object you want to select.</i>
Sizing graphics	<i>Select the graphic, then drag a sizing handle. Press Shift while you drag if you want to size proportionally.</i>
Grouping graphic objects	<i>Select the objects you want to group, then choose Group from the Arrange menu.</i>
Toggling Grid Snap on/off	<i>Hold down the Control key while you draw or edit a graphic.</i>
Create an Overlay	<i>Choose Overlay from the Tools menu, then choose Draw or hold down Option while you click  on the Button Bar.</i>

CUSTOMIZING WORDPERFECT

Changing the default font	<i>Choose Preferences from the File menu, then click Font. Choose a font, type a size, then click OK.</i>
Changing default document settings	<i>Click Styles on the Control Bar, then click Edit on the Styles bar. Select Document in the list box, then click Edit. Choose the formats you want and delete those you do not want, then close the Document style.</i>
Changing screen colors	<i>Choose Preferences from the File menu, then click Environment. Choose the screen colors you want, then click OK.</i>
Opening the Preferences window	<i>Choose Preferences from the File menu, or double-click the Ruler.</i>



Copying Ruler Settings

To copy the Ruler settings, click the Copy Ruler button on the Layout bar. Place the insertion point where you want to use the settings, then choose Paste from the Edit menu.

Creating Smaller Tables

To create a table that does not extend from left margin to right margin, first create a text box (choose Tools, Text Box, New), then create the table. Use the mouse to size and move the text box that contains the table.

Using Styles to Format Long Documents

Use formatting styles when you want to format multiple sections of text in the same way throughout a document. For example, if you want all headings to be 18-point bold Helvetica, create a heading style with those formats. Then you can apply the style to each heading rather than choosing the formats each time.

Using WordPerfect Stationery

WordPerfect includes several predefined stationery files you can use to quickly create professional looking documents. Choose Stationery from the File menu,

then choose the stationery you want to use. Add to the document, make changes as needed, then save the document.

Sorting a Simple List with the Quick Sort Button

To alphabetize or sort a list of single-line items, select the list, then click the QuickSort button. To sort more complex text, such as groups of text or names and addresses in a merge data file, select the text you want sorted, then choose Sort from the Tools menu. For additional information see the *User's Guide*.

Using WordPerfect Macros

WordPerfect includes several macros to speed up your work. Choose Macro from the Tools menu, then choose the macro you want to use. For more information about macros, see the *WordPerfect Read Me* file in the WordPerfect: Documentation folder and *Chapter 15* in the *User's Guide*.

Getting Help

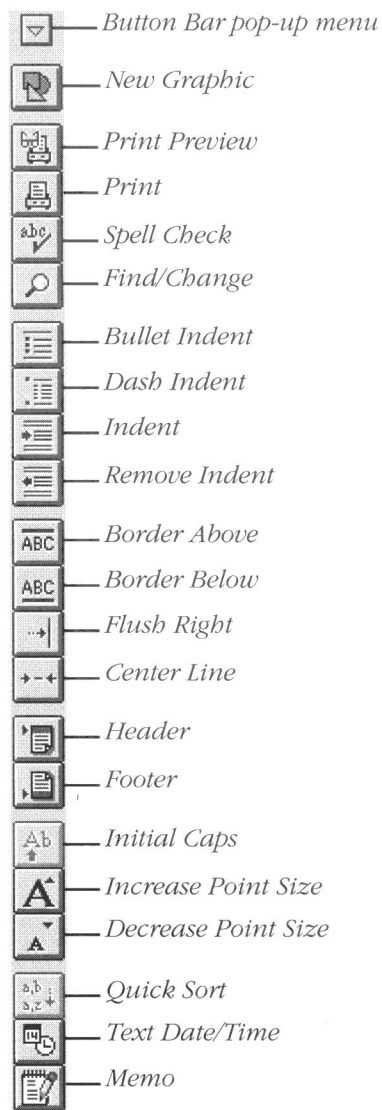
WordPerfect provides extensive online information about WordPerfect, WordPerfect macros, and Grammatik. Choose a command from the Apple menu or the Help menu at the top right of your screen.

Using Buttons

To quickly find out what a button does, point to it with the mouse pointer, then read the explanation that appears on the status line.

Using the Button Bar

To change the location of the Button Bar, choose a location from the Button Bar popup menu. You can also choose to display a different Button Bar, edit a Button Bar, or create a new one.



For information about:	For information about:
Specific tasks	<i>How Do I</i>
Specific feature	<i>Search for Help On</i>
Other features	<i>WordPerfect Help</i>
Macros	<i>WordPerfect Macro Help</i>
Grammar	<i>WordPerfect Grammar help</i>